



FRANK DREW  
CHAIRMAN

BRUCE W. HAYNES  
EXECUTIVE SECRETARY

KENNETH W. THORSON  
W.J. KUCHARSKI  
EX-OFFICIO MEMBERS

ROBYN M. DE SOCIO  
ASSISTANT EXECUTIVE SECRETARY

## COMMONWEALTH OF VIRGINIA

### *Compensation Board*

P.O. Box 710  
Richmond, Virginia 23218-0710

May 16, 2006

#### **EMAIL MEMORANDUM**

**TO:** Sheriffs

**FROM:** Bruce W. Haynes, Executive Secretary

**SUBJECT:** Sheriffs' Certification

As discussed at the VSI Spring Conference in Virginia Beach on April 20th, the Sheriffs' Certification document has been amended to renumber and identify the standards as Compensation Board standards instead of referring to Virginia Law Enforcement Professional Standards Commission (VLEPSC) standards. This document is available on our website under "Publications and Forms" or by clicking [here <http://www.scb.virginia.gov/docs/304cert.pdf>](http://www.scb.virginia.gov/docs/304cert.pdf). We have also provided a Frequently Asked Questions document as well under "Publications & Forms" or by clicking [here <http://www.scb.virginia.gov/docs/faqs304cdp.pdf>](http://www.scb.virginia.gov/docs/faqs304cdp.pdf). We strongly advise any Sheriff who wishes to seek Certification to contact a VLEPSC accredited Sheriff's Office & seek a peer review, **and** to confirm with VSI that the Sheriff has completed 24 hours of VSI approved coursework directly related to the management and supervisory duties of the Sheriff **before** the notification is submitted to the Compensation Board. As indicated on the Sheriff's Application for Certification form (CDP-30C) the Sheriff will be certifying that the office meets all standards at the time the form is submitted. Additionally, form CDP-30C, on pages 8 & 9 of the Sheriffs' Certification document, must be **received** at the Compensation Board not later than 5pm, June 30th if the Sheriff wishes to apply for certification.